



SNOW HILL POLICE DEPARTMENT

PERSONNEL DIRECTIVE



Performance Awards

Distribution:		All Personnel		Index:	PER 09.01	
Issued:	02/21/2017	Revised:	N/A	Reviewed:	N/A	Next Review: 02/21/2018

.01 Purpose


To describe the performance awards that are issued by the SHPD.

.02 Policy

It is the policy of the SHPD that outstanding performance by an employee officially recognized and recorded.

.03 Procedures



A. Awards issued by the SHPD are based on the sole authority and approval of the Chief of Police:



	MEDAL OF HONOR – Department's highest award		Award Level:	1
	One panel ribbon	Solid royal blue with eagle		
Picture forthcoming	Criteria:	Awarded to members who distinguish themselves conspicuously by gallantry and courage at the risk of their own lives, above and beyond the call of duty, in an extraordinary act of heroism and bravery without endangering or jeopardizing the lives of others and without detriment in any way to their sworn oath. A member must perform an act so outstanding that it clearly distinguishes superlative courage, beyond the call of duty, from lesser forms of bravery.		
	Issued Items:	A medal, ribbon, and certificate with the Mayor's and Chief's signatures.		

Medal of Honor, when awarded posthumously, shall be affixed to a plaque with a replica of the member's badge and an appropriate inscription. This plaque shall be presented to the deceased member's next of kin by the Chief of Police. A plaque of similar design shall be displayed in the Department's Headquarter's Building.



PER 09.01
Performance Awards


	MEDAL OF ValOR – Department's 2 nd highest award		Award Level:	1
	One panel ribbon	Solid light blue with eagle		
Picture forthcoming	Criteria:	Awarded to members for an exceptional act or execution of duty performed in the presence of great danger and personal risk without endangering or jeopardizing the lives of others, and performed in such a manner as to clearly indicate that the sworn member's performance was above and beyond the call of duty and should have resulted in the prevention or solution of a crime, the arrest of those responsible, and thereby sets apart and distinguishes the member from other members.		
	Issued Items:	A medal, ribbon, and certificate with the Mayor's and Chief's signatures.		


	COMBAT CROSS		Award Level:	1
	With eagle			
	Criteria:	The employee engaged in a gun battle with armed suspect(s).		
	Issued Items:	A medal, ribbon and certificate with the Chief's signature. Medal will have State of Maryland seal centered.		


	Purple Heart		Award Level:	1
	One panel ribbon	Solid purple with eagle		
	Criteria:	The employee is seriously injured while performing law enforcement activity during the presence of great danger; may not be the result of carelessness or negligence.		
	Issued Items:	A medal, ribbon, and certificate with the Mayor's and Chief's signatures.		

PER 09.01
Performance Awards


	CHIEF'S CITATION – Department's 3 rd highest award		Award Level:	2
	2 panel	Black/Gold		
	Criteria:	Awarded to members who distinguish themselves for an act above and beyond the call of duty involving personal danger under aggravated or hostile circumstances and for protecting or saving the life of another.		
	Issued Items:	A ribbon and certificate with the Chief's signature.		
	CHIEF'S COMMENDATION – Department's 4 th highest award		Award Level:	2
	2 panel	Black/Orange		
	Criteria:	Employee actions were above and beyond his normal duties and prevented injury or preserved property using extraordinary skill or resourcefulness; OR the impact of his action improved the State or quality of lives of Maryland's citizens.		
	Issued Items:	A ribbon and certificate with the Chief's signature.		

	LIFE SAVING AWARD		Award Level:	2
	2 panel	Red/White		
No Medal Issued	Criteria:	The employee has performed a life-saving procedure.		
	Issued Items:	A ribbon and certificate with the Chief's signature.		


	DEPARTMENT OFFICER OF THE YEAR		Award Level:	2
	2 panel	Gold/White		
No Medal Issued	Criteria:	Based on an employee's appraisals and work performance during the preceding calendar year.		
	Issued Items:	A Ribbon and certificate with the Chief's signature.		

	DISTINGUISHED SERVICE AWARD		Award Level:	3
	3 panel ribbon	Dark Blu/Wht/Dark Blue		
No Medal Issued	Criteria:	Awarded to members who have displayed exceptional abilities or performance well above expected standards reflecting technical or administrative achievement or exceptional leadership during a calendar year.		
	Issued Items:	A ribbon and certificate with the Chief's signature.		

PER 09.01
Performance Awards

	HONORABLE SERVICE AWARD		Award Level:	3
	3 panel ribbon	Light Blue/Wht/Light Blue		
No Medal Issued	Criteria:	Awarded to members who have displayed ability and initiative well above expected standards reflecting technical, investigative or administrative achievement or exceptional leadership in achieving a specific goal, objective, or innovation.		
	Issued Items:	A ribbon and certificate with the Chief's signature.		

	INJURY AWARD		Award Level:	4
	Ribbon 4 panel	Black/Purple/Purple/Black		
No Medal Issued	Criteria:	The employee is seriously injured while performing law enforcement activity; may not be the result of carelessness or negligence.		
	Issued Items:	A ribbon and certificate with the Chief's signature.		

	MILITARY SERVICE AWARD		Award Level:	4
	Ribbon: 4 panel	Blue/White/White/Red		
No Medal Issued	Criteria:	A member served in a branch of the military and received an Honorable Discharge following four years of service. A star is added for retiring from the military.		
	Issued Items:	Ribbon		

	EDUCATION AWARD		Award Level:	4
	Ribbon: 4 panel	BLK/GRN/GRN/BLK		
No Medal Issued	Criteria:	<p>An employee must have received a diploma from a nationally accredited college or university* for an Associate of Arts or Associate of Applied Sciences degree, Bachelor's degree (one star), Master's degree (2 stars), or Doctoral degree (3 stars).</p> <p>*ACCREDITED COLLEGE OR UNIVERSITY: any college or university that has achieved accreditation through a nationally-recognized accrediting agency the United States Secretary of Education determines to be reliable; the Database of Accredited Postsecondary Institutions and Programs may be found on the Department of Education's website at http://ope.ed.gov/accreditation.</p>		
	Issued Items:	Ribbon		

PER 09.01
Performance Awards

	Emergency Medical Technician	Award Level:	4
	Ribbon: 4 panel		
No Medal Issued	Criteria:	A member is certified as an Emergency Medical Technician while employed by SHPD. A star is added for a certified EMT Paramedic. Ribbon continued to be worn post-certification.	
	Issued Items:	Ribbon	

No Ribbon Issued	CERTIFICATE OF VALOR	Award Level:	N/A
No Medal Issued	Criteria:	A member of another law enforcement agency or a citizen places himself in great personal danger while assisting the SHPD.	
	Issued Items:	A trophy and certificate with the Chief's signature.	

No Ribbon Issued	CERTIFICATE OF Recognition	Award Level:	N/A
No Medal Issued	Criteria:	An employee who has received Officer of the Year, Distinguished Service, Honorable Service, or Injury Award; member of another law enforcement agency or a citizen has provided meritorious and exemplary assistance involving personal risk in a matter in which the SHPD was involved.	
	Issued Items:	A certificate with the Chief's signature	

No Ribbon Issued	CERTIFICATE OF APPRECIATION	Award Level:	N/A
No Medal Issued	Criteria:	A member of another law enforcement agency, a civic organization, or a citizen has provided meritorious and exemplary assistance in a matter in which the SHPD was involved.	
	Issued Items:	Certificate signed by the Chief.	

No Ribbon Issued	Letter OF APPRECIATION	Award Level:	N/A
No Medal Issued	Criteria:	A member of another law enforcement agency or a citizen has provided outstanding assistance in a matter in which the SHPD was involved.	
	Issued Items:	A letter with the Chief's signature	

PER 09.01
Performance Awards

- B. Certificate formats are approved by the Chief and will be of the following sizes
1. Medal of Honor and Medal of Valor, 14 by 22 portrait format;
 2. Chief's Citation, Chief's Commendation, and Certificate of Valor (allied department) 11 by 14 portrait format;
 3. all other certificates will be 8 /12 by 11 landscape format.
- C. Ribbons for duplicate awards will be denoted by adding a second or subsequent star unless otherwise noted.
1. Officers receiving a duplicate Level 1 award will receive and may wear the additional ribbon of the same design on the uniform of the day; and
 2. May wear the additional medal of the same design on the Class "A" uniform.
- D. Only those medals and ribbons issued by the Department will be worn unless specifically approved by the Chief.
- E. Nominations for Officer of the Year Awards
1. Supervisors will evaluate nominations and forward their selection to the Deputy Chief by January 10th of each year.
 2. The Deputy Chief will forward their nomination to the Chief by January 31st.

Approved:

Thomas G. Davis
Chief of Police

01/30/2017